

Number	Effective	Title	Owner
III-205	May 1, 2006	Change Fund	Fiscal Officer

PREFACE: A change fund may be established from a cost center's operating fund. A change fund is an amount established by the cost center to provide change for customers transacting business on the cost center premises. A change fund is generally a small amount by nature and must be reconciled to the established amount at the time of each cash drawer close out or deposit of sales revenue and periodically verified by an independent person.

DEFINITIONS:

Change Fund: An amount of cash needed for making appropriate change to customers, NOT TO BE USED FOR MAKING PURCHASES.

Cost Center: A designated park or program within IDPR.

Cost Center Manager: Park or Program manager.

POLICY: Change fund requests by the Cost Center Manager in amounts deemed necessary to effect operational necessity must be approved by the applicable Bureau Chief and forwarded to accounting for processing. The Cost Center Manager shall be held responsible and accountable for the money transferred from the operating fund to a change fund.

PROPER USE OF A CHANGE FUND: The change fund should only be used in the cost center's normal course of business to make change for customers and should be kept in a secure location. The change fund must be reconciled to the established amount during each close out deposit process using the following general guidelines:

- ◆ The change fund amount never changes from day to day
- ◆ Separate the change fund amount from the day's receipts
- ◆ Record the day's receipts to appropriate revenue coding, including any overage or shortage
- ◆ Deposit funds pursuant to 59-1014, Idaho Code.

Under no circumstances should a change fund be used for any of the following:

- ◆ Purchase of materials, supplies, or services
- ◆ Cash personal checks
- ◆ Purchase personal items for employees
- ◆ Extend cash advances to employees
- ◆ Any other non-state business purposes.

PROCESS TO ESTABLISH OR INCREASE A CHANGE FUND

1. The Cost Center Manager completes the Change Fund Request Form (Attachment I) and forwards the form to the respective Bureau Chief.
2. The Bureau Chief approves the change fund request and forwards the form to the Accounting Unit.
3. The Accounting Unit processes the request through STARS, issuing a warrant to the Cost Center Manager.

ANNUAL CERTIFICATION OF CHANGE FUND AMOUNT

1. In December of each calendar year, the IDPR Fiscal Officer or designee will initiate the process to validate the change fund amount recorded in STARS for each cost center.
2. The Cost Center Manager will validate the amount of the change fund available at the Cost Center, and return acknowledgement in writing to the Fiscal Officer.
3. The IDPR Fiscal Officer or designee will file the certification pursuant to the agency's retention policy.

Attachment I

CHANGE FUND REQUEST

☐ This is a request to establish a change fund for _____ (name of cost center)

in the amount of \$ _____. The need for the change fund is the result of

☐ This is a request to increase the change fund for _____ (name of cost center)

from \$ _____ to \$ _____. This increase is necessary because

Date: _____

Cost Center Manager Signature _____

Bureau Chief Signature _____

Forward to the Accounting Unit for processing.